



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF PENNSYLVANIA**
274 Max Rosenn US Courthouse
197 S. Main Street
Wilkes-Barre, PA 18701

VACANCY ANNOUNCEMENT #19-01

Position Title: Electronic Court Recorder Operator/Case Administrator
Position Type: Full-Time Temporary (1 year and 1 day with possibility of being extended or converted to permanent status)
Location: Wilkes-Barre, Pennsylvania
Salary Range: CL 24 (\$36,645 - \$59,557) based upon qualifications and experience
Promotion potential to CL 25 (\$40,464 - \$65,799)
Date Opened: February 1, 2019
Date Closed: February 28, 2019 or until filled

Position Overview:

The Clerk's Office of the United States Bankruptcy Court for the Middle District of Pennsylvania is accepting applications from qualified applicants for the position of Electronic Court Recorder Operator/Case Administrator. Case Administrators manage the progression of bankruptcy cases and related adversary proceedings by maintaining official case records in an automated system, monitoring the completion of the required procedural steps for processing of all incoming documents, and interacting with the public and bankruptcy practitioners. The Electronic Court Recorder Operator (ECRO) is responsible for the accurate verbatim recording of court proceedings in the courtroom through the use of electronic sound recording equipment. This position operates in a team environment and is located in the Clerk's Office in Wilkes-Barre, Pennsylvania.

Representative Duties and Responsibilities:

Case Administrator duties:

- Efficiently manages bankruptcy cases and related adversary proceedings.
- Reviews all electronic filings for quality control to ensure the accuracy, timeliness and quality of legal proceedings and other entries, required filing fees paid, correct docket events used and takes appropriate corrective action as needed.
- Scans and converts all paper documents filed to PDF format. Dockets and processes these PDF documents in case management system.
- Opens cases in case management system and docket initial opening events. Makes summary entries on the docket of all documents and proceedings including pleadings, motions, complaints, minutes and orders.
- Schedules and notices hearing dates. Provides accurate noticing as required by law, including proper distribution through the Bankruptcy Noticing Center.
- Collects appropriate filing fees, receives payments and timely issues receipts for same. Secures funds in cash register and balances cash drawer at end of day.
- Prepares and sends deficiency notices for missing documents and notices for fees due.
- Reviews and coordinates the processing of orders with parties and chambers staff.
- Communicates regularly with judges, court staff, attorneys, trustees and the general public.
- Provides information regarding case status, archive information, and instructions on proper filing

- procedures and non-legal information to customers of the court.
- Audits cases for closing, reviews final reports, final accounts and certifications from the trustee.
- Prepares and processes appeals and transmits the record to the District Court.
- Provides back-up coverage for team members and other team as required. Provides general office support and performs other related administrative/clerical duties as assigned.

Electronic Court Recorder Operator duties:

- Records verbatim court proceedings on PC based digital recording system and arranges for the production of written transcripts, as requested.
- Creates detailed log notes of court hearings using an automated program.
- Assists the Courtroom Deputy with courtroom duties, such as handling exhibits and calling the calendar.
- In the courtroom, acts independently in arranging equipment, recording proceedings, playing back and preparing CDs for transcription. Catalogues CDs and log notes; and maintains their proper storage.
- Interacts with attorneys, trustees and all other participants at hearings. Works with and maintains contact with attorneys, the public, transcript requesters and transcript production vendors.

Minimum Qualifications:

Applicant must be a high school graduate or equivalent with a minimum of two years of general experience and at least one year of specialized experience.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws and involve the routine use of automated software and equipment for work processing, data entry or report generation.

The successful candidate must possess excellent computer skills with a demand for accuracy and quality assurance. The position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicant must also demonstrate excellent organizational skills and skill in prioritizing tasks and work assignments. The ability to effectively communicate verbally and in writing is required since frequent contact with a wide variety of individuals is required. Knowledge of language usage, grammar, and spelling is required, including skills in word processing, scanning and uploading PDF documents, email and web browsers.

Preferred Qualifications/Experience:

A college degree from an accredited institution is preferred. Experience with bankruptcy law, procedures, rules and terminology is preferred. Knowledge or experience with the court's case management/electronic case filing system (CM/ECF) and FTR electronic recording equipment is highly desirable. Paralegal and/or court experience is also desirable.

Employee Benefits:

- Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this position the incumbent will be entitled to the same benefits as other federal government employees. These benefits include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year, dependent upon length of federal service; 13 days of paid sick leave per year (unlimited accumulation); and 10 paid holidays per year.
- Optional participation in the Federal Employees Health Benefit Program, Dental and Vision insurance, Group Life Insurance and Long Term Care Insurance.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan) and a Flexible benefits program (pre-tax flexible spending account for health care, dependent care, and commuter/parking costs).
- Mandatory participation in the Federal Employees Retirement System and the Social Security Retirement Program.
- Creditable service time in other federal agencies or the military will be added to judiciary employment.

Applicant Information:

- Applicant must be a U.S. citizen or be eligible to work in the United States.
- As a condition of employment, the successful candidate will be subject to a background investigation which includes FBI fingerprint. Employee retention depends upon a favorable determination of suitability.
- All appointments subject to mandatory electronic funds transfer (Direct Deposit) for payment of net pay.
- Applicants selected for interviews must travel or relocate at their own expense.
- Employees of the United States Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.

How to Apply:

Qualified candidates should submit: (1) cover letter stating interest and specific qualifications (education and/or experience) for the position; (2) resume detailing qualifications, experience, and salary history; (3) contact information for three professional references; (4) completed AO-78 Application for Judicial Branch Federal Employment. Please submit all documents via e-mail in a single PDF file to:

jobs@pamb.uscourts.gov (please include **#19-01** in the subject line)

Applications for Judicial Branch Federal Employment (AO-78) may be accessed at the following link:
<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate with those individuals who will be tested or interviewed for the position. Only qualified applicants will be considered.

The United States Courts is an Equal Opportunity Employer.